

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07212227

DATE POSTED: 07/18/16

POSITION NO: 243349

CLOSING DATE: 07/29/16

POSITION TITLE: Senior Accountant

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Window Rock, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB65A</u>
WORK HOURS: <u>8:00 am-5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____
	SEASONAL: <input type="checkbox"/>	\$ <u>44,054.40</u> PER ANNUM
	TEMPORARY: <input type="checkbox"/>	DURATION : _____
		\$ <u>21.18</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Performs a wide range of professional accounting work of considerable difficulty requiring knowledge and application of a number of accounting principles, practices and techniques; serves as lead accountant for the DBHS Finance section; recommends alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities; establishes or revises procedures and/or operating policies of assigned function; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections; reviews statements of accounting information and other reports provided by the Nation's general ledger system; provides technical advice and services to lower level accountants or program staff with complex problems or special projects; handles difficult accounting activities.

Assists in coordinating the work of other accountants/finance staff in managing various accounts; plans and carries out assignments by applying accounting concepts to resolve management problems, which may have a long term impact on the department; resolves problems that require considerable innovation; develops recommendations where critical findings are presented to management for action; develops and maintains a complex automated accounting system to produce and track expenditures and all pertinent financial information; advises and assists management on accounting and financial management matters; examines and interprets accounting data, records and reports; analyzes variable program operation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

Special Requirements:

- A favorable background investigation. *(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)*

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, Federal and state laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory and practices including governmental accounting; knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles; knowledge of accounting principles, practices and procedures; knowledge of business practices relating to the maintenance of accounts and financial records; knowledge of computerized accounting systems and applications, including general software applications, specifically FMIS and MS Excel.

Skill in preparing details and complex numerical computations and reports; skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet (ledgers) and word processing systems; skill in analyzing financial systems, procedures and controls; skill in communicating complex technical concepts, both orally and in writing; skill in establishing and maintaining effective working relationships.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.